

## **DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**Project Title:** "Develop Storm Water Compliance Training module and tools for the home building community, MS4 inspectors and independent storm water inspectors"

### **Purpose of Contract:**

The purpose of the contract is to procure the services of the most qualified contractor for development of training and related tools to educate the home building community, Municipal Separate Storm Sewer System (MS4) inspectors, and independent storm water inspectors on the requirements of the storm water general permit, as required by the Clean Water Act (CWA). The curriculum to be developed for this training will require developing an understanding by attendees of construction site inspection protocol and procedures by inspectors of all levels including MS4 (local), state and federal. The end deliverables of this training will be the development and submission of the training module and tools (handouts) for attendees to use in the course of construction activities as related to storm water discharges. The training module will be specific to the EPA and Texas rules and regulations.

### **Background:**

The Environmental Protection Agency (EPA) Storm Water Program is responsible for the implementation of the General Permit for Storm Water Discharges From Construction Activities (CGP) as part of the National Pollutant Discharge Elimination System (NPDES). The NPDES program was assumed by the state of Texas in 1998 and the TPDES CGP was issued in March 2003. It requires specific actions of site operators to be in compliance with the CWA. This training, if successful, will be offered to other states administering the NPDES storm water program and other EPA regions.

### **Skills and Knowledge Requirements:**

This Statement of Work (SOW) seeks an organization with complete knowledge of the home building industry, who can reach as many operators as possible. They must have complete knowledge of the storm water regulations, both state and federal. The duties and responsibilities are professional in nature and involve gathering, developing and disseminating informational and instructional material which in turn can be utilized by the building industry. This training application will assist in building the capacity and sustainability of storm water best management practices (BMPs) for the home building industry, and as such the contractors must have experience in conducting storm water training sessions.

**Statement of Work:**

Working with the EPA Project Officer (PO) and other individuals assigned to the program, the contractor shall perform the following tasks under this Task Order:

Task 1 – The Contractor shall research all available resources from the storm water regulations (Texas and EPA).

Task 2 – The Contractor shall provide in the training a historical perspective of the storm water requirements. This will include impacts of pollutants from storm water to waters of the US.

Task 3 – The Contractor shall develop and deliver a curriculum, a training resource compendium, and other printed materials that have been developed to conduct training and provided as a resource for use after the training has concluded.

Task 4 – The Contractor shall develop the training targeting the home building community, MS4s and independent storm water inspectors.

Task 5 – The Contractor shall prepare a training evaluation survey and questionnaires which can be utilized to improve the materials and course following the roll out of training courses/sessions.

Task 6 – The Contractor shall finalize the training course and submit all materials associated with the course to the EPA for approval.

Task 7 – The Contractor shall submit a proposed staffing plan associated with each coursework, and the experience of educators/presenters in this field.

Task 8 – The Contractor shall provide meeting facilities and coursework needs for up to 1700 attendees.

Task 9 – The Contractor shall provide marketing, written invitations and postage, and follow up needs to up to 1700 attendees.

**Contract Type and Level:**

The anticipated contract type for this procurement is a Firm Fixed price (FFP).

**Place of Performance:**

All work performed by the Contractor to implement the training will be done in negotiated locations in Texas which makes for easy access by the attendees. Location(s) will be determined based on concentrations of home builders, MS4s and independent storm water inspectors and must be approved in writing by the PO.

The Contractor is not authorized to purchase any equipment or charge for use of existing equipment purchased with government monies received from previous contracts. The Contractor must receive authority to acquire services or any equipment by the written authorization of the PO.

**Period of Performance:**

The anticipated period of performance for this task order shall be 12 months from the date of the Task Order award. The contract shall provide the opportunity to amend the contract period with the written approval of the PO.

**Content/Deliverables:**

- Within 90 days of the contract award the Contractor shall present a draft plan to the PO that addresses the development and completion of the storm water CGP training course.
- Contractor shall give a proposed timetable for the development of the curriculum, the training resource compendium, and other printed materials that have been developed to conduct training stated in Task 3.
- Contractor shall submit to the PO a Monthly Status Report which includes a written report of the progress or barriers to the development and implementation of the training course.
- Within 30 – 60 days of completion of this contract, the Contractor shall provide a Final Report regarding overall success, "lessons learned", and suggested future options/alternative to the PO.

**Technical Evaluation of Contract Bids:**

Evaluation of all bids will be based on three areas of evaluation: technical capability, past performance, price as follows:

- Technical capability – Prospective Contractors must be regularly established in the field of developing and implementing training materials to a diverse audience. Must be able to provide documentation to support instructor(s)/presenter(s) qualifications and experience. Must be knowledgeable of federal rules and regulations that pertain the EPA storm water program as it related to the construction industry. (60%)
- Past Performance – Prospective Contractors shall provide documentation to support past experience in receiving a federal contract or grant award. If a past recipient of a federal contract or grant award, please provide Agency Name, Grant Award Number or Cooperative Assistance Number, and name of the Project Officer. Provide recent and relevant contracts for the same or similar items,

contract numbers, points of contact with telephone numbers and other relevant information. Additionally, provide experience in working with the home building industry. The EPA may, at its discretion, base past performance on past knowledge or experience with the Contractor, supply or service being provided, customer surveys, or other reasonable basis. (40%)

- Price – Contract award shall be made to the prospective contractor whose quotation is determined to represent the best value to the Government, after considering technical and past performance. In making the best value determination, the government considers technical and past performance being equal in importance and both being more important than price.